



Subject: THE CENTRAL REGISTRY SYSTEM

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10-51-00 PURPOSE

This chapter provides for the establishment and use of Central Registry numbers and gives an overview of the Central Registry Sub-System (CRS). The CRS is a sub-system within the Payment Management System (PMS). The CRS was established to enhance the interchange of information among various financial and information systems within the Department. Described herein are the data elements for each organizational and individual entity in the CRS, the operation of the CRS, and the interface between CRS and the financial systems of the operating Divisions (OPDIVs), Departmental Staff Divisions (STAFFDIVs), and the Regional Accounting System (RAS). It also provides references to other documentary materials which more fully describe CRS and its operation (Refer to |0-5|-05).

|0-51-05 OTHER REFERENCES

The following publications contain additional information pertaining to the Central Registry System:

- " CRS Handbook
- " HHS Information Processing Standards Publication 2
- " Users Guide for the CRS
- " Payment Management System Inquiry Manual for CRS Users

|0-51-10 SCOPE AND BACKGROUND

- A. The CRS is described in the HHS Information Processing Standards Publication 2 (IPS PUB 2). This standard is applicable to all HHS data systems which provide basic information regarding organizational and individual entities conducting business with any component of the Department. This standard is specifically applicable to the various HHS operating accounting systems and the HHS Payment Management System (PMS). It establishes the ADP data elements required to uniquely identify the name and number

of each entity dealing with the Department. A unique number is required to:

1. Ease the exchange of data between financial and other data systems.
 2. Ease the consolidation of data at the Departmental level for external reporting requirements.
 3. Eliminate or preclude the necessity for various OPDIVs/STAFFDIVs/RAS unique code structures which require recipients to use different ID numbers when communicating with various components of the Department.
 4. Provide the link between a named entity and its characteristics data elements with quantitative and other data.
 5. Provide for systematic and consistent reporting of financial distributions by geopolitical areas.
- B. The CRS is intended, generally, to include recipients receiving funds from Federal domestic assistance programs identified in the Catalogue of Federal Domestic Assistance, as well as recipients of contracts reported in the HHS Contracts Information System.
- C. The CRS excludes certain types of organizational and individual entities such as:
1. Social Security Beneficiaries.
 2. Welfare Recipients.
 3. Individuals who receive HHS funds as sole beneficiaries of these funds, i.e.; Fellowships, Traineeships, Loan Recipients, etc.
 4. Patients in hospitals and outpatient clinics.
 5. Food and Drug Administration (FDA) Regulatory system Recipients.
 6. HHS Employees/Payroll.
 7. Commercial/Administrative Suppliers who are not registered in the Departmental Contract Information System.

- D. The CRS does not maintain organizational identification numbers required for external reporting on a Federal government-wide basis. These numbers should be maintained as a crosswalk data element in other data files of the appropriate operating systems. This will facilitate use of the CRS numbers in all HHS data systems and will provide the capability to meet external reporting needs. The Committee on Academic Science and Engineering (CASE) Phase II reporting requirement is an example of such external reporting using a different numbering system.
- E. OPDIVs may maintain separate characteristics files, with data appropriate to their needs, to track recipient records which are excluded from the CRS.

10-51-20 RESPONSIBILITIES

The Office of the Secretary (OS), Office of Financial operations (OFO) is responsible for the maintenance and operation of the CRS. Within OFO, the responsibilities and duties pertaining to CRS are described in the paragraphs below.

A. Division of Financial Systems Operations (DFS0)

The DFS0 has overall responsibility for the CRS. The Central Registry System Staff within DFS0 have the following duties and responsibilities relating to the CRS:

1. Provides for the day-to-day entity data administration.
2. Serves as the liaison between the CRS users and the NIH Computer Center, Division of Computer Research and Technology (DCRT) located in Bethesda, MD.
3. Schedules reports to be provided via operation of the daily, weekly, and monthly routines provided for in the CRS computer programs.
4. Ensures the reports are complete and accurate, and output is reviewed for errors on a timely basis.
5. Provides an on-line database inquiry for selected CRS data.
6. Develops CRS system requirements to keep pace with the changing requirements and policies of HHS.

B. Division-of Federal Assistance Financing (DFAF)

The DFAF has the following duties and responsibilities relating to the CRS.

1. Develops computer programs to maintain and enhance the CRS.
2. Acts as systems liaison with systems which interface with the CRS (i.e.; DCRT, PMS, FARS/FAADS, RAS, etc.).
3. Maintains and controls the CRS documentation.
4. Maintains the CRS Handbook; and also the PMS Inquiry Manual for CRS users.
5. Ensures the CRS remains on-line and available for access by system users.

C. OPDIVs/STAFFDIVs/RAS Users of the CRS

OPDIVs/STAFFDIVs/RAS users have the following responsibilities relating to the CRS.

1. Provides on-line input using Form HHS-558, Entity Addition or Change Form, in accordance with the CRS Handbook, Appendix C. See Exhibit |0-5|-A for sample of Form HHS-558.
2. Designates appropriate CRS Control Officers responsible for the use of the system, to act as a point of control.
3. Complies with the general duties outlined on page 3 of the CRS Handbook.
4. Maintains supplemental characteristics files for recipients/records not appropriate for the CRS.

10-51-30 CENTRAL REGISTRY SUB-SYSTEM (CRS)

A. General

The CRS, located at the NIH Computer Center, maintains an automated vendor file with records on appropriate organizational and individual entities (see |0-5|-|0). These records contain data elements which identify the entity for location and geographic fund distribution purposes, and classify it into a type of entity coding structure. The automated system accepts input from remote computer terminals and provides an on-line reporting capability from the central processing facility back to the remote computer terminals.

B. Process Flows and CRS Code Structure

The CRS function consists of a series of manual and automated processes designed to establish new entities, modify existing entities, and delete certain inappropriate entities. The CRS is extensively documented, including detailed process flows, in the CRS Handbook, Chapter IV.

The CRS identification code is a composite data element represented by a |2-character code, consisting of three (3) separate data elements. This code structure is explained in detail in the CRS Handbook, Appendix B.

A. CRS Entity Registration/Change/Delete

The OPDIVs/STAFFDIVs/RAS as well as the DFAF are responsible for providing timely input to the CRS to register, change, and/or delete entities. Refer to the CRS Handbook, page 29, for detailed instructions on these functions.

D. The CRS Inquiry

The CRS provides an on-line Inquiry for users. The PMS "Inquiry Manual For CRS Users" provides a fully detailed guide to the Inquiry function.

For each organizational or individual entity registered in the CRS database, the following information is presented on the terminal screen:

1. CRS Entity Identification Number (EIN) - The Internal Revenue Service (IRS) Employer Identification Number is used for organizations and the Social Security Number is used for individuals.
2. For PMS Records, DFAF Payment Identification Number (PIN). (Refer to |0-5|-40.)
3. Entity Name.
4. Entity Type.
5. Location Address (City, State and 5 or 9-digit Zip Code).

6. Mailing Address (Required when different from Location Address).

E. CRS Pseudo Numbers (EINs) - Assigned for Emergency use only by OS central Registry System Staff

Entities which do not provide a valid EIN are assigned, on an emergency basis only, a pseudo (temporary) CRS number by the OS Central Registry System Staff. When the entity provides a valid EIN, the pseudo number is cross-referenced to the valid EIN on the master file. CRS can provide the operating financial systems with a magnetic tape and listing of the cross-referenced records. This will permit these systems to transfer their records from the pseudo number to the valid EIN number. Always use the valid EIN number for new awards.

10-51-40 CRS/DFAF INTERFACE

A. General

The DFAF implemented the PMS on January 15, 1984 (see Chapter 10-52). PMS is the Department's centralized payment system for Federal assistance-like programs. The CRS EIN of the grantee is a basic identifier for the transmission of data by OPDIVs/STAFF-DIVs/RAS to DFAF for payment purposes. There is a special inter-face between CRS and DFAF to insure that payments are made to the proper recipient's business office.

The CRS includes registered component or subsidiary units within an organizational entity which have been assigned a single EIN, and in some instances, those which have been assigned more than one EIN. As a result, it is necessary to identify the payee component with a special indicator. This special indicator is referred to as a PIN and is one of the CRS data elements. The "PIN" is only required for recipients receiving awards financed through DFAF which are called PMS EIN's. Recipient entity components receiving awards, which are paid through other payment systems (OPDIVs/STAFFDIVs Letter of Credit or Direct Payment) and not through PMS, do not have PINs. These are called Non-PMS EIN's.

B. PIN Definition

The PIN is a four (4) character code which is assigned by the PMS to all organizations receiving Federal Assistance Awards which are financed through the DFAF. These normally are referred to as the "payee" organizations and most often are business offices. These are identified in the CRS as PMS EIN's since they have DFAF PINs. In many cases, the same number has been issued by the IRS to identify different components of an organization (such as campuses of a school) but payments for all

awards to the component go to a single business office (payee). The following example illustrates the relationship of the recipient entities to the payee, Georgetown University, using the PMS Inquiry Function:

Search of names starting with Georgetown University

<u>PIN</u>	<u>ENTITY</u>	<u>Entity Name</u>
3450	Payee	Georgetown University
3450	Recipient	Georgetown University Hospital
3450	Recipient	Georgetown University, Center for Population Research
3450	Recipient	Georgetown University, Concentrated Care Center
3450	Recipient	Georgetown University, Medical Center of Ophthalmology
3450	Recipient	Georgetown University, School of Dentistry
3450	Recipient	Georgetown University, School of Medicine
3450	Recipient	Georgetown University, School of Nursing
3450	Recipient	Georgetown University, Transportation Society

10-51-50 OPDIV/STAFFDIV/RAS ENTITY CHARACTERISTICS WORKING FILE

- A. CRS can provide any operating system with a complete magnetic tape for off-line use of the CRS database. These files may be supplemented to include other types of entities not registered in the CRS and through the addition of other pertinent data elements for all or a portion of the entities in the files.
- B. OPDIVs/STAFFDIVs/RAS may create their own working files of CRS master files. Such files must use the CRS record for each registered entity. These files may be supplemented to include other types of entities not registered in the CRS and through the addition of other pertinent data elements for all or a portion of the entities in the files.
- C. In addition, the working files can be used for address lists, mailing labels and also as a library by the accounting systems. If the entity number is recorded in an accounting system transaction, it is not necessary to record any of the basic identifying data elements that exist in the library such as; name, entity type, location address and geopolitical codes. This data can be retrieved from the library for use in the accounting system or displayed for edit purposes and/or to furnish full information in management reports, notices, queries, etc.

- D. Many obligations (financial assistance-type awards, contracts, etc.) recorded in the accounting systems must contain either the CRS number or the OPDIV/STAFFDIV/RAS controlled number identifying the organizational or individual entity receiving the award. The accounting systems must edit such data against the working file of valid entities. All obligation data communicated to DFAF must be edited by the accounting system and must contain valid numbers registered in the CRS. Also see Chapter 2-35 which imposes this requirement in conjunction with the obligation control point.
- E. Reporting as prescribed in Chapter 5-80 requires the Departmental Financial Assistance Reporting System/Federal Assistance Awards Data System (FARS/FAADS) operation to match the CRS number for each financial record with an entity in the CRS master file in order to extract geopolitical codes and other necessary data.

ACTION (A OR C): | | EIN PREFIX: | | CORE: | | | | | | | | SUFFIX (CHANGE ONLY): | | | |

*** FOR ADDS ONLY ***: IF NEW PMS RECIPIENT, ENTER PAYEE'S PIN: | | | | | AND PAYEE'S EIN: | | | | | | | | | | | | | | |

[illegible]

ORG TITLE: | | | | | | | | | | | | | | | | | | | | | | | |

SURNAME: | | | | | | | | | | FIRST NAME: | | | | | | | | | |

INITIAL: | | TITLE: | | | | | ENTITY TYPE: | | | | |

LOCATION STREET: | | | | | | | | | | | | | | | | | | | | | |

ADDRESS:

CITY: | | | | | | | | | | | | | | STATE: | | | | Z | P CODE: | | | | | | | | | | | | | |

COUNTRY CODE: | | | | CITY CODE: | | | | | CONG. DISTRICT: | | |

COUNTRY: | | | CONTINENT: | | |

THIRD

ADDRESS LINE: | | | | | | | | | | | | | | | | | | | | | |

(LEAVE BLANK IF MAILING ADDRESS IS SAME AS THE LOCATION ADDRESS)

[illegible]

ADDRESS:

CITY: | | | | | | | | | | STATE: | | | Z P CODE: | | | | | | | | | |

COUNTRY CODE: | | | | CITY CODE: | | | | | CONG. DISTRICT: | | |

COUNTRY: | | | CONTINENT: | | |

THIRD

[illegible]

SUBMITTED BY: YOUR NAME: SIGNATURE:

ORGANIZATION:

TELEPHONE NO: _____ DATE: _____

NOTE: SEE CRS HANDBOOK TO GUIDE
YOU WHEN COMPLETING THIS
FORM